

EVANS LIBRARY

FACULTY PROMOTION GUIDELINES AND CRITERIA

I. INTRODUCTION

These guidelines provide a basis to discern criteria and specific benchmarks for evaluating and rewarding librarians. At all times, all librarian faculty positions are non-tenure track positions. Promotion is an acknowledgment of professional achievement within the broad field of academic librarianship. Librarians will be evaluated in three categories with emphasis on librarianship, scholarship, and service. However, it is to be noted, that expertise

II. PROMOTION PROCEDURES

FH 2.7 of Florida Faculty Handbook, Guidelines for Faculty Promotion, states that Colleges develop their own promotion guidelines to supplement the general academic rank requirements outlined in FH 2.1 "Academic Rank". FH 2.1 states that the qualification for any librarian is, a master's degree in library science with primary duties that do not include teaching

Evans Library Faculty Evaluation Procedures (FH Appendix 7) were approved and made effective February 27, 2015. A library faculty member who wishes to be considered for promotion requests review from the Library Faculty Review Committee (LFRC). The LFRC, in turn, will review and evaluate the faculty

information science, the terminal degree, or in a special field relevant to the position. Potential is determined through a selective hiring process including a review of the curriculum vitae, references, and an on-campus interview and research presentation.

Associate Librarian

An Assistant Librarian can be considered for promotion to Associate Librarian after a minimum of five years in the rank of Assistant Librarian or equivalent rank at another institution. There is no maximum time limit. Promotion will depend on successful achievement in librarianship, scholarship and service. Three letters of recommendation are required from professional colleagues, professors or university or organizational leaders of equal or higher rank.

Librarian

An Associate Librarian can be considered for promotion to Librarian after a minimum of five years in the rank of Associate Librarian or equivalent rank at another institution. There is no maximum time limit. Promotion will depend on successful achievement in the same categories as promotion to Associate Librarian; however, the achievements must reflect continued professional growth and the expansion and notoriety of

colleagues, professors or university or organizational leaders of equal or higher rank. At least two of the letters must be from external organizations.

Training members of the university community in skill sets that can further them in their research-related and scholarly endeavors.

Identifying and implementing new service areas through which the library can expand its

Promotion from Assistant to Associate Librarian will be contingent upon demonstrating a strong and continuous performance across most or all of the areas listed above. Depending upon the particular duties and background of the librarian in question, the manner in which this performance is manifested may be expected to vary.

A successful candidate will meet at least 3 of these objectives:

- Develop a significant procedure or process that improves the efficiency of the library.
- Develop and teach 4 instruction sessions that demonstrably help students or attendees.
- Provide evidence of 4 consequential interactions with students, faculty or staff.
- Develop and institute a significant collection or resource that meets a Florida Tech need.
- Identify and implement needed student- or faculty-specific services.

B. SCHOLARSHIP

Library faculty are actively involved in the intellectual and scholarly growth of their profession and area of expertise. C"rdtct {"hcewm{"o go dgtø"uej qrtuj kr "y km'dg'tgxly gf "kp"vgtu u'qh" quality, recognition among peers, and significance to the library profession or to the academic community. This broadly includes:

- Creating works that further intellectual and scholarly growth within the field of librarianship or specialty area.
- Improving pedagogy to further the mission of the library and the university.
- Increasing access, understanding and delivery of academic library services and information.
- Pursuing continued education to support the acquisition of new skills germane to the ecpf kf cvø"tqr"cpf "position.
- Strengthening professional librarianship through mentoring, team building and strategic or collaborative retreats.

A successful candidate will meet at least 3 of these objectives:

- Demonstrate subject expertise by participation in at least 2 conference presentations, panel

